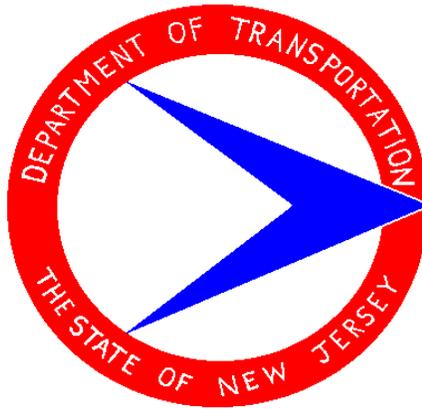


# NEW JERSEY DEPARTMENT OF TRANSPORTATION

## TRANSPORTATION ENHANCEMENT PROGRAM



**Chris Christi**  
*Governor*

**James Simpson**  
*Commissioner*

# **NEW JERSEY DEPARTMENT OF TRANSPORTATION DIVISION OF LOCAL AID AND ECONOMIC DEVELOPMENT**

## **TRANSPORTATION ENHANCEMENT PROGRAM**

### **A. INTRODUCTION**

The Federal Aid Transportation Enhancement Program strives to ensure that transportation enhancements are an integral part of our transportation investment policy. The Program recognizes that the users of transportation systems are influenced and impacted by more than just the condition of highways and bridges; that there is a growing recognition that there is a need to enhance the cultural, aesthetic, historic and environmental aspects of our intermodal transportation system.

Transportation Enhancement funding is to be used to support non-traditional transportation projects developed at the local level to advance community based needs and goals consistent with the broad Program eligibility categories. The NJDOT prepared this brochure in recognition of the considerable interest in this unique funding opportunity. A prominent feature is the wealth of opportunities for the public to contribute directly to enhancing the aesthetic and cultural qualities of the state, regional and local transportation systems. This brochure contains information on the application process, project eligibility and the selection process. The NJDOT's goal is to make this program and application process understandable and accessible to local governments and private non-profit organizations outside the traditional transportation community.

This brochure, the application and other information about this and other funding programs are located on the State of New Jersey Department of Transportation website at [www.state.nj.us/transportation/business/localaid](http://www.state.nj.us/transportation/business/localaid)

For more information concerning the Transportation Enhancement program please visit the National Transportation Enhancements Clearinghouse's website at [www.enhancements.org](http://www.enhancements.org). The National Transportation Enhancements Clearinghouse (NTEC) is an information service sponsored by the Federal Highway Administration (FHWA) and Rails-to-Trails Conservancy.

## **B. ELIGIBLE ACTIVITIES**

Transportation Enhancement funds are to be used only for projects with a direct transportation relationship that enhance quality-of-life while reaching the greatest number of people. Transportation enhancement activities are a means of more creatively and sensitively integrating transportation facilities into their surrounding communities. What distinguishes transportation enhancement activities from other worthwhile quality-of-life and environmental activities is their potential to create a transportation experience beyond normal expectations. At the same time, they may protect the environment and provide a more aesthetic, pleasant and improved interface between the transportation system for the communities and people adjacent to transportation facilities.

List of specific activities that are eligible:

1. *Provision of facilities for pedestrians and bicycles*
2. *Provision of safety and educational activities for pedestrians and bicyclists*
3. *Acquisition of scenic easements and scenic or historic sites*
4. *Scenic or historic highway programs (including the provision of tourist and welcome center facilities)*
5. *Landscaping and other scenic beautification*
6. *Historic preservation*
7. *Rehabilitation and operation of historic transportation buildings, structures and facilities (including historic railroad facilities and canals)*
8. *Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian and bicycle trails)*
9. *Control and removal of outdoor advertising*
10. *Archeological planning and research*
11. *Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity*
12. *Establishment of transportation-related museums.*

As you contemplate completing an application, please keep in mind that all funded projects must be advanced in accordance with federal and state laws, regulations and procedural requirements, some of which may prove to be onerous. A “typical” project may take 12-18 months of effort before the construction may begin.

## C. QUESTIONS?

Throughout this brochure, we have tried to anticipate your questions and provide direction to help you through the application process. But we also recognize it is not possible to anticipate every question. We share your desire to have your application be the best it can be, so please, if you do need assistance feel free to call the NJDOT Division of Local Aid and Economic Development District Office in your area.

### **District 1**

Roxbury Corporate Center  
200 Stierli Court  
Mount Arlington, NJ 07856  
Phone: (973) 601-6700  
Fax: (973) 601-6709  
Morris, Passaic, Sussex,  
and Warren Counties

### **District 2**

153 Halsey Street -5<sup>th</sup> floor  
Newark, NJ 07102  
Phone: (973) 877-1500  
Fax: (973) 877-1556  
Bergen, Essex, Hudson,  
and Union Counties

### **District 3**

New Jersey Department of  
Transportation  
District 3 Bureau of Local Aid  
P.O. Box 600  
Trenton, NJ 08625  
Phone: (732) 625-4291  
Fax (732) 625-4292  
Hunterdon, Middlesex, Monmouth,  
Ocean, and Somerset Counties

### **District 4**

1 Executive Campus  
Route 70 West, 3<sup>rd</sup> Floor  
Cherry Hill, NJ 08054  
Phone: (856) 486-6618  
Fax (856) 486-6771  
Atlantic, Burlington, Camden,  
Cape May, Cumberland, Gloucester,  
Mercer, and Salem Counties

#### **D. WHO IS ELIGIBLE TO APPLY FOR FUNDS?**

Any municipal or county government, non-profit organization or State agency may submit a Transportation Enhancement application. However, the municipal governing body in which the project is located must support projects. All applications from local agencies and non-profit groups must receive municipal governing body endorsement in the form of a resolution. Regional projects (affecting more than one municipality) must receive county(s) endorsement in addition to the endorsement of affected municipalities. Private organizations must have non-profit status and a Federal Tax ID number.

The federal funds for Enhancement projects are provided to the project sponsor on a reimbursement basis only. Sponsors must have the financial capability to advance project costs for materials and contractors. Before applying, prospective sponsors should assess their capability to comply with state and federal requirements for procurement of materials and services, accounting practices, right-of-way and easement acquisitions, environmental regulations and applicable design standards.

#### **E. WHAT TYPES OF PROJECTS ARE ELIGIBLE?**

Projects must fall into one or more of the twelve eligible Transportation Enhancement categories. Projects must have a *direct* relationship to a specific component or mode of the *surface* transportation system. An example would be the rehabilitation of a historic train station. Also, a project may function as a component of the transportation system such as a bike and pedestrian path.

Proposals must be for a complete, identifiable and usable facility or activity. Funds are not available for partial projects that cannot function as a complete and useful activity (independent utility). Funds are available for design, property acquisition or construction of projects, not planning documents or studies. Projects need to be designed to American Association of State Highway and Transportation Officials (AASHTO) standards, NJDOT's Planning and Design Guidelines for Bicycle and Pedestrian Facilities, Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Building, state and local building codes and all other applicable professional design standards.

To ensure that proposed projects protect and enhance the environment, the sponsor is responsible for securing all applicable environmental approvals. Enhancement projects must conform to the requirements of the National Environmental Policy Act (NEPA), the National Historic Preservation Act (Section 106) and the DOT Act - Section 4(f).

The Enhancement Program is designed to fund transportation related projects that are over and above what is considered routine construction and maintenance. The 12 eligible categories are described in some detail on the following pages in this brochure.

## **1. Facilities for pedestrians and bicycles**

Eligible Transportation Enhancement projects in this category include providing bicycle and pedestrian facilities for safe accommodations either through construction of new facilities or improvements to existing facilities. The facilities *must* be surface transportation-oriented, and not solely for recreational purposes. However, if a recreation experience is gained as a result of the bicycle or pedestrian facility, this would not exclude the project from consideration. Bicycle and pedestrian facilities should connect community or regional activity centers such as businesses, schools, libraries, shopping and recreation areas. These projects will be given highest priority.

Bicycle and pedestrian facilities can be located within or outside of the highway ROW, and can include riding or walking surfaces, appurtenances, and related amenities. All projects in this category must comply with the Americans with Disabilities Act (ADA). The costs associated with compliance with the ADA are eligible only when they are incidental to the Transportation Enhancement project.

### **1. Facilities for pedestrians and bicycles**

#### Sample Eligible Activities

1. Construction of new sidewalks, separate walking trails/paths, bike paths.
2. Adding bike lanes on existing roadways.
3. Widening curb lanes to accommodate bicyclists.
4. Installation of bike lockers at transit stations and bike racks on transit vehicles.

#### Sample Ineligible Activities

1. Construction of a running/jogging track (closed loop), mountain bike or similar recreation trail, or ice-skating rink.
2. Sidewalk or path maintenance or repair unless incidental to construction of a new path or sidewalk.
3. Developing a municipal or regional bicycle transportation master plan.
4. Resurfacing of a roadway, safety improvements such as guiderail, utility relocations and purchase of unnecessary right of way associated with Eligible Activities 3. And 4. listed above.

## **2. Provision of safety and educational activities for pedestrians and bicyclists**

Funds may be used to develop and/or acquire training and educational materials, develop programs and conduct training to improve the knowledge of pedestrians and bicyclists regarding safe use of various components of the transportation system. These educational activities are similar to programs funded by the New Jersey Office of Highway Traffic Safety through the National Highway Traffic Safety Administration.

### **2. Provision of safety and educational activities for pedestrians and bicyclists**

#### Sample Eligible Activities

1. Developing or acquiring bike safety training and educational materials.
2. Conducting training to improve knowledge of bicyclists and pedestrians.
3. Adding and/or improving road shoulders to accommodate bicyclists.

## **3. Acquisition of scenic easements and scenic or historic sites**

This category promotes the protection of scenic and historic values through acquisition of scenic easements and historical sites adjacent to a scenic highway. This includes the use of funds to purchase, donate, transfer or trade land that possesses significant aesthetic, natural, or visual values, including acquisition of any property either listed or eligible for listing in the National Register of Historic Places. Funds may be used for appraisals, surveys, legal and purchase costs.

### **3. Acquisition of scenic easements and scenic or historic sites**

#### Sample Eligible Activities

1. Acquisition, donation, or transfer of land that possesses significant aesthetic, natural, or visual values to preserve a scenic viewshed.
2. Acquisition of historic bridge, historic transportation terminal, historic building, and/or land around a historic site adjacent to a designated scenic highway.
3. Transaction costs, including appraisals, surveys, legal costs, etc.

**4. Scenic or historic highway programs (including the provisions of tourist and welcome center facilities)**

Eligible projects in this category include improvements to protect and enhance existing state or federally designated scenic or historic highways. Professionals qualified in the field of scenic, historic, cultural, natural and archaeological preservation should develop projects under this category. The NJDOT does not maintain a list of historic highways but will accept applications provided reasonable justification of the historic nature of the highway is included.

The construction of highway rest areas is not eligible; however, construction of a tourist or welcome center at a rest area would be. Tourist and welcome centers do not have to be at highway rest areas but do need to serve significant numbers of regional travelers.

**4. Scenic or historic highway programs**

Sample Eligible Activities

1. Installation of interpretive plaques, aesthetic guiderail, visually attractive bridge rails.
2. Restoration of historic highway-related features such as lighting, sidewalks, retaining walls.
3. Construction of tourist and welcome centers.
4. Development of scenic overlooks on state designated Scenic Byways or National Scenic Byways.
5. Reforestation of slopes along a scenic/historic highway corridor.

## **5. Landscaping or other scenic beautification**

Activities included in this category enhance the aesthetic and environmental qualities of a transportation facility. Eligible projects include design and construction of overlooks and enhancements of scenic vistas, restoration of historic landscapes and construction of landscapes that are compatible with their surroundings such as street side plantings and appointments.

The most common activity within this category is the restoring or creating downtown centers by using urban design criteria that recognize the appropriate ambiance for the local community, or simply “streetscapes”. Information in such streetscape applications should address the types of activity, the history of the area, and scale of the project compared to the surrounding regional transportation system and environment. Reference to creating a sense of place and compatibility with the policies advocated in the State Development and Redevelopment Plan are encouraged by the NJDOT.

### **5. Landscaping or other scenic beautification**

#### Sample Eligible Activities

1. Streetscape projects, including lighting, historic sidewalk paving, benches, planting containers, decorative walls, and walkways.
2. Linear highway landscaping, landscaping at interchanges, bridge ends, etc., and landscaping as part of other eligible Transportation Enhancement categories.
3. The reintroduction of native or endangered plants or trees.

#### Sample Ineligible Activities

1. Routine, incidental, or maintenance activities such as cutting grass, tree pruning or removal, erosion control, screen planting, etc.
2. Construction of noise barriers or drainage improvements.
3. Post-construction finish work such as replanting or reseeding.
4. Roadway resurfacing and parking lots.

## 6. Historic preservation

Funds may be used for acquisition, protection, rehabilitation, interpretation, restoration and stabilization of a historic district, site, building, structure, landscape or object included in or eligible for the National Register of Historic Places, or contributing to a National Register Historic District that is directly surface transportation related. Activities normally required to mitigate adverse impacts in the course of constructing roads or other transportation improvements are not eligible. The New Jersey Office of Historic Preservation must be consulted about all proposed historic preservation work on an approved historic preservation project, as per Section 106 of the National Historic Preservation Act of 1966.

### 6. Historic preservation

#### Sample Eligible Activities

1. Historic preservation of a transportation-related historic or archeological district, site, building, structure, landscape, or object.
2. Costs associated with identification, evaluation, recordation, documentation, curation, acquisition, protection, rehabilitation, interpretation, restoration, and stabilization of any historic or archeological district, site, building, structure, landscape or object.
3. Costs associated with actual stabilization and restoration of the historic elements of the structure, both interior and exterior.
4. Costs of contemporary upgrades of water, electric, heating, air conditioning, etc., when appropriate, to make building viable for continued public use.

#### Sample Ineligible Activities

1. Historic preservation of a house, post office, barn, fort, museum, etc., which has no direct link to the surface transportation system.
2. Restoration of rooms in a private mansion.
3. Replication/duplication of an historic building, structure, or site.
4. Installation of improvements designed for a particular non-transportation use such as cubical petitions, furniture, display cases, etc.
5. Work to make a site eligible for the National Register of historic Places.
6. Any project that would jeopardize the status of eligibility of a National Register building site, structure or object.

**7. Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals)**

Buildings, structures and facilities include tunnels, bridges, trestles, embankments, railroads or other guideways, non-operational rolling stock, canals, viaducts, tow paths and locks, stations and other human-made transportation features integrally related to the operation, construction or maintenance of any mode of surface transportation, passenger or freight are eligible. Facilities must be listed in or be eligible for listing in the National Register of Historic Places.

**7. Rehabilitation and operation of historic transportation buildings, structures, or facilities**

Sample Eligible Activities

1. Restoration or rehabilitation of railway depots and rolling stock, roadway or pedestrian bridges (including timber bridges), trestles, embankments, rails or other guideways, canal viaducts, tow paths, locks, lighthouses or other historic transportation buildings.
2. Costs associated with stabilization and restoration of the historic elements of the building and structures in #1, both interior and exterior.
3. Costs associated with the contemporary upgrades of water, electric, heating, air conditioning, etc., when appropriate, to make building viable for public use.

Sample Ineligible Activities

1. Restoration or rehabilitation of a non-transportation related property located near a transportation facility.
2. Costs of creating improvements designed for a particular non-transportation use or tenant, such as cubical petitions, furniture, display cases, etc.

## **8. Preservation of abandoned railway corridors (including conversion and use for pedestrian or bicycle trails)**

Activities include acquisition, rehabilitation and development of abandoned railway corridors for public uses, including bicycle and pedestrian use. The railway corridor must be authorized for abandonment or have abandonment proceedings pending before the ICC.

### **8. Preservation of abandoned railway corridors**

#### Sample Eligible Activities

1. Purchase of abandoned rail corridor, including acquisition costs, title search, appraisals, etc.
2. Architect and engineering costs.
3. Development and construction costs, i.e., surface preparation, parking, rest rooms, picnic areas, etc.

## **9. Control and removal of outdoors advertising**

This category includes the control and removal of existing outdoor advertising signs, displays, and devices which is in addition to the requirement to exercise “effective control” of outdoor advertising under existing federal law. The outdoor advertising must be within the scenic viewshed of a transportation facility. Priority will be given for proposed projects that are located on State-designated Scenic Highways, National Scenic Byways, or in areas where local or State laws ban new billboards.

Control and removal of outdoor advertising must accomplish a recognizable improvement to the scenic enjoyment of the traveling public. Expenditures made to remove signs; displays or devices must be made according to a legal process that bases payment on an equitable appraisal.

## **10. Archaeological planning and research**

This category includes research on sites eligible for transportation enhancement funds; experimental projects in archaeological site preservation and interpretation; planning to improve identification, evaluation and treatment of archaeological sites; and data recovery. Sites must be on or eligible for the National Register of Historic Places or must show reasonable potential for possessing eligible archaeological resources.

**11. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.**

Funds may be used for innovative facilities and programs reducing pollution from storm water runoff from transportation facilities that are in addition to current requirements and procedures for such mitigation. Funds may also be used to improve safety for wildlife by connecting large habitat areas where transportation facilities have bisected animal habitat, causing incidents of wildlife losses, especially losses of endangered species.

**12. Establishment of Transportation-Related Museums**

Transportation Museums established using Transportation Enhancement funds must meet the following requirements: 1) be open to the public and be a part of a legally organized not-for-profit institution or government entity; 2) be essentially educational in nature; 3) have one full-time paid professional staff member who has museum knowledge and experience; 4) present regularly scheduled programs and exhibits 5) have a formal program of documentation, care, and use of collections and/or tangible objects; 6) have a formal and appropriate program of presentations and maintenance of exhibits; 7) if entrance fees are charged a portion of the fee should be provided for the long term maintenance and operation of the facility; 8) establishment of transportation museums is interpreted to mean funding of capital improvements; and 9) the museum must be related to surface transportation.

**12. Establishment of Transportation-Related Museums**

Sample Eligible Activities:

1. Preservation of an historic transportation-related or non-transportation related building for use as a transportation museum.
2. Restoration of the historic elements of the structure, both interior and exterior.
3. Cost associated with temporary upgrades of water, electric, heating air conditioning, etc. when appropriate, to make building viable for public use.
4. The building of a new surface related transportation museum, the addition of a transportation wing to an existing facility and the conversion of an existing building for use as a transportation museum.
5. The purchase of artifacts necessary for the creation of the museum.

Sample Ineligible Activities:

1. Reconstruction, refurbishing or rehabilitation of an existing museum, nor a portion of a museum, that is not for transportation purposes.
2. Displays, segments of buildings or objects not directly related to transportation.
3. Operations or maintenance of facility.

## F. ELIGIBLE COSTS

Project costs eligible for funding include design, right-of-way acquisition and construction. Applicants may include costs for cultural resource surveys, and preliminary engineering; although these projects generally receive lower scores. Applicants are strongly encouraged to utilize their own funds or funds from other sources to pay for the costs of environmental documentation, design and all other “soft” costs. Projects seeking only construction or implementation costs will receive additional consideration on the construction-ready criteria. Every possible effort should be made to develop accurate cost estimates. A detailed cost estimate of the materials and tasks needed to accomplish the activities for which Enhancement funds are being sought, should be presented as an attachment to the application.

***Please note: Any work that is performed on the project, surveys, preliminary engineering, final design, right-of-way acquisition, construction, etc. before it is formally authorized by the Federal Highway Administration (FHWA), will not and can not be funded through this program.***

## G. APPLICATION GUIDELINES

The application due date is stated in the letter sent out by the NJDOT to all perspective applicants and shall be posted on the NJDOT website. Additional brochures are available by contacting your Local Aid District Office or on the NJDOT website. All Transportation Enhancement applications are to be submitted online through NJDOT SAGE (System for Administering Grants Electronically) which can be accessed from the NJDOT website [www.state.nj.us/transportation/business/localaid/sage.shtm](http://www.state.nj.us/transportation/business/localaid/sage.shtm) .

## H. PROJECT SELECTION CRITERIA

The basic requirements are that projects be directly related to surface transportation, fit into one of the twelve categories as outlined in Section E and be accessible to the public.

As part of the application form, applicants must discuss their project in terms of the Program selection criteria. Each project will be evaluated against specific applicable criteria within their respective project category. These criteria are:

- **Transportation related** - The degree to which a project is directly related to transportation. Projects must have a direct relationship to a specific component or mode of the surface transportation system. Applications for projects that are not directly related to transportation will not be evaluated. Remember the mandatory eligibility criteria is the required direct transportation relationship of any proposed Transportation Enhancement project to the surface transportation system. Surface transportation means all elements of the intermodal transportation system, exclusive of aviation. For the purposes of TE eligibility, surface transportation includes water as surface transportation and includes as eligible activities related features such as canals, lighthouses, and docks or piers connecting to ferry operations, as long as the proposed enhancement otherwise meets the basic eligibility criteria. Only after meeting this initial requirement will a project be further evaluated to determine if it meets one of the twelve (12) project categories.
- **Readiness for construction/implementation** - Projects must be ready for construction or implementation within two years of the date that the Sponsor is notified of the project selection. The time frames to acquire permits, such as wetlands, local building permits, or official determinations by the State Historic Preservation Office bear on the construction readiness of the project. Applicants who indicate their willingness and capacity to commit other funds for all non-construction activities will receive additional consideration under this criterion. This includes demonstration that the necessary permits, approvals and environmental clearances also can be obtained within that time period.
- **Maintenance commitment** - The applicant shall indicate and certify the continual ownership and maintenance by a municipality, county, or sponsor for the useful life of the project. You should assume a commitment of maintenance for a minimum of 20 years after the construction is completed. A resolution or letter from the responsible party should be attached to the application.
- **Supplemental Funds** - The sources and amounts of other committed or dedicated funding from other governmental agencies and organizations shall be shown. Enhancement and other identified or dedicated funding sources must result in a completed and fully funded project. While there is no requirement for matching funds, the availability of other funds is viewed as an indication, or measure, of the projects potential to succeed.

- **User impact** - The predicted usage relative to area population and/or the extent to which it would promote the use of other, non-automotive forms of transportation shall be estimated.
- **Regional or community benefits** - The benefit to quality of life, community, and environment should be discussed. This includes the extent to which a project increases availability, awareness or protection of historic, community, visual or natural resources. Also, the extent to which the project links other transportation modes and increases access to community centers (schools, employment sites, recreation and shopping), and its visibility or impact on surrounding locations should be discussed.
- **Element of a larger plan** - Projects that are part of a state, regional or municipal transportation, land use or economic development plan will receive additional consideration in this category. Applications for projects within Designated Centers approved by the State Planning Commission will receive additional consideration. Particular attention may be given to projects consistent with the concepts contained in the State Development and Redevelopment Plan (SDRP). At a minimum, projects should be consistent with and help to implement the goals of these plans.
- **Timing and urgency** - Loss of the opportunity to complete the project without Enhancement funds such as irreversible deterioration of a historic structure or the loss of other funding sources without a match will be considered.
- **Economic and tourism benefits** - Projects that enhance New Jersey's travel and tourism efforts and contribute to the regional economy and projects which aid the economic recovery of aging downtown areas will be considered. Projects that are part of a local or state economic development program including the Governor's Urban Coordinating Council Neighborhoods or located within a municipality with a Strategic Revitalization Plan under the SDRP will receive additional consideration.
- **Value as a cultural and/or cultural resource** - For the *historic related categories*, these projects are scored on this additional criterion. Please explain the State Register of Historic Places or National Register of Historic Places and sites status. Also, indicate to what degree the project will enhance, preserve, or protect historical/archaeological resources.
- **Community support and endorsements** - Letters of support from community organizations, citizens, all levels of government and elected officials, and any and all interested parties will be considered. This should include neighborhood or business associations, historical groups (if applicable) and local residents. All letters of support must be attached to the application.

***These letters of support must be sent to the applicant of the project and not the NJDOT. A resolution of endorsement from the applicant must be attached. For Non-profit organizations, a supporting resolution from the municipality where the project is located must be attached.***

- **Top 140 Urban Aid Communities** - Extra consideration will be given to projects located in the 140 Urban Aid Communities as determined by the NJ Economic Development Authority.

## **I. PROJECT SELECTION PROCESS**

The selection process for Transportation Enhancement projects includes the participation of a Transportation Enhancement Advisory Committee that is charged with applying the selection criteria as discussed in this brochure and preparing the recommended “shortlist” of projects for consideration by the Commissioner of Transportation. The Committee’s recommended “shortlist” is not fiscally constrained by the actual Program budget.

The Transportation Enhancement Advisory Committee is made up from individuals representing the following organizations:

- South Jersey Transportation Planning Organization
- Delaware Valley Regional Planning Commission
- North Jersey Transportation Planning Authority
- New Jersey Department of Transportation

Other organizations or individuals may be added to the Committee at the discretion of the Commissioner of Transportation.

A two-tier selection process is used for optimum consideration of all applications. The Federal Highway Administration (FHWA) - New Jersey Division Office observes and monitors the selection process providing comments when needed.

The Advisory Committee evaluates the applications within each category. NJDOT staff will visit each site and prepare comments for the Advisory Committee.

In the first tier evaluation, the Advisory Committee members evaluate each category of applications. The Department of Transportation will also use this review period to consult with other agencies with knowledge and experience that will benefit the selection of the best candidate projects. Projects are evaluated against each other within the appropriate category using the criteria presented in Section H -. **PROJECT SELECTION CRITERIA.**

In the second tier evaluation, short-listed projects are further reviewed by the NJDOT staff to establish technical feasibility (the time frame, design standards, permits needed, potential for environmental constraints on construction, etc.), to determine the accuracy of project costs and to ensure that the recommended group of projects meets the program goals. There are no preferred project cost levels or goals by category. However, the recommended project short is developed with consideration given to geographic distribution and the variety of projects.

Successful applicants will normally be notified that their proposal has been selected for funding within 6 months of the application submission deadline. If your application is chosen, you will be invited to a meeting with Department staff to learn more about the Implementation and Authorization Process. All selected projects are required to receive Federal authorization for construction within two years of the announcement.

## **J. DESIGN GUIDELINES**

Projects must be based on appropriate design standards. The NJDOT requires the use of licensed professionals in the design and construction of the projects. Qualified historic architects and/or archaeologists should assess projects involving historic resources.